

Enrolment Checklist

Student Name: chander testing

Program: Business Administration

Start Date: 2025-07-28

| REQUIRED FOR ALL ENROLLMENTS | | |
|--|---|---|
| QUALIFICATION | IDENTIFICATION (For viewing only - no copies) | ENROLLMENT DOCUMENTS |
| <input type="checkbox"/> Mature Student - at least 18 years of age (or age specified in program approval) and pass a Superintendent-approved qualifying test. or <input checked="" type="checkbox"/> Ontario Secondary School Diploma or equivalent. AND <input checked="" type="checkbox"/> ALL additional requirements as outlined in the program section below (if applicable). | <p>Campus Official has viewed an Official Federal or Provincial document showing proof of age (18 years or older) and identity (e.g., Birth Certificate, Driver's License, or Passport), viewed and confirmed by (please print):</p> <p>Document Birth Certificate Type: _____ Name: <u>SM Test Account 25_1</u></p> <p>Proof of Residency Verified: Student Visa / Permanent Resident Card / Citizenship Card, etc., viewed and confirmed by (please print):</p> <p>Document Canadian Birth Certificate Type: <u>/Record of Birth</u> Name: <u>SM Test Account 25_1</u></p> | <input checked="" type="checkbox"/> Enrolment contract <input checked="" type="checkbox"/> Credit for Prior Learning & Supporting documentation (Challenges exams, previous transcripts, etc.) <input checked="" type="checkbox"/> Student initials on contract for acceptance of refund policy <input checked="" type="checkbox"/> 3rd party sponsor approval form if sponsored <input checked="" type="checkbox"/> Student Handbook Signature page <input type="checkbox"/> Identification verification conducted in person <input checked="" type="checkbox"/> Identification verification performed remotely via Video Referencing Tools <input checked="" type="checkbox"/> Student Declaration for Online/Hybrid Delivery, including breakdown of program hours by delivery mode |

| PROGRAM | ADDITIONAL ADMISSION AND PRACTICUM REQUIREMENTS |
|--------------------------------------|--|
| NACC Early Childhood Assistant 2021 | <p>Admission Requirements:</p> <input type="checkbox"/> Proof of English Competency - Education completion evidence, NACC accepted tests or NACC Written Entrance Exam (passing score of 60). <input type="checkbox"/> Signed Vulnerable Sector Disclaimer. <input type="checkbox"/> Signed Medical Disclaimer. <p>Practicum Requirements:</p> <input type="checkbox"/> Medical Report and up-to-date Immunization Status (within 45 days of starting the program). <input type="checkbox"/> Clear Criminal Record Check, incl. Vulnerable Sector (within 45 days of starting the program). <input type="checkbox"/> Current Standard First Aid and Basic Rescuer (Level C) CPR Certification. <input type="checkbox"/> 70% average or higher in each course with no evaluation method below 70%. <input type="checkbox"/> Clear COVID-19 test (within 1 week of starting the practicum and/or according to Public Health). |
| NACC Personal Support Worker DE 2022 | <p>Admission Requirements:</p> <input type="checkbox"/> Proof of English Competency - Education completion evidence, NACC accepted tests or NACC Written Entrance Exam (passing score of 60). <input type="checkbox"/> Signed Vulnerable Sector Disclaimer. <input type="checkbox"/> Signed Medical Disclaimer. <p>Practicum Requirements:</p> <input type="checkbox"/> 70% average or higher in each course with no evaluation method below 70%. <input type="checkbox"/> Current Standard First Aid and Basic Rescuer (Level C) or Basic Life Support (BLS) CPR Certification. <input type="checkbox"/> Clear Criminal Record Check, incl. Vulnerable Sector (within 45 days of starting the program). <input type="checkbox"/> Medical Report and up-to-date Immunization Status (within 45 days of starting the program). <input type="checkbox"/> Clear COVID-19 test (within 1 week of starting the practicum and/or according to Public Health). |

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| PROGRAM | ADDITIONAL ADMISSION AND PRACTICUM REQUIREMENTS |
|---|--|
| Medical Office Assistant | <u>Practicum Requirements:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Completion of all medical, computer and business courses with a minimum mark of 75%, ILS courses with a minimum mark of 60%, and Keyboarding with a minimum of 40 wpm. <input type="checkbox"/> Up-to-date Hepatitis shots, current TB tests and other vaccinations, if applicable by health regulations. <input type="checkbox"/> Clear Current Criminal Record Check. <input type="checkbox"/> Current Standard First Aid and Basic Rescuer (Level C) CPR Certification. |
| Medical Office Assistant with Health Unit Coordinator Specialty | <u>Practicum Requirements:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Completion of all medical, computer and business courses with a minimum mark of 75%, ILS courses with a minimum mark of 60%, and Keyboarding with a minimum of 40 wpm. <input type="checkbox"/> Up-to-date Hepatitis shots, current TB tests and other vaccinations, if applicable by health regulations. <input type="checkbox"/> Clear Current Criminal Record Check. <input type="checkbox"/> Current Standard First Aid and Basic Rescuer (Level C) CPR Certification. |
| For International Students | <ul style="list-style-type: none"> <input type="checkbox"/> International Student Consent Form. <input type="checkbox"/> Supplement to the Enrolment Contract. <input type="checkbox"/> Student Study Permit copy. <input type="checkbox"/> Proof of Health Insurance Coverage. <input type="checkbox"/> New International Student Kit (handed out). <input type="checkbox"/> Support Staff for International Students and Applicants (handed out). |

I confirm that the student has been informed of the additional admission and/or practicum requirements outlined in the relevant program section, and that all required documentation is either already on file or will be submitted prior to the start of the program or practicum.

Admissions Rep Signature: Sanjiv Test Date: 2025-07-30

Campus Director/Designate Signature: Anoush Kazarian Date: 2025-07-30